Course Registration Guide

IPSE GRADUATE SCHOOL STUDENTS

（DOCTRAL PROGRAM）

This Course Registration Guide only

applicable for

student who enroll in 2017 Spring

Issued by Faculty of Science and Engineering
Waseda University

Ver. 2.4

INDEX OF SECTION

We released on the WEB Appendixs below.
http://www.sci.waseda.ac.jp/eng/students/course/

● Appendix 1: Course Registration Schedule Table
● Appendix 2: CAMPUS MAPS

1. COURSE REGISTRATION BASICS

1.1. How to register courses

The credit system will be established for newly admitted doctoral students in and after 2017 in Graduate School of Fundamental Science and Engineering, Graduate School of Creative Science and Engineering, and Graduate School of Advanced Science and Engineering, with some exceptions. By starting this system, new doctoral students required course registration via MyWaseda according to your enrollment year's handbook. Required course is different depending on your department. Students who enroll in and after 2017 must read and register according to "Supplementary Handbook about Credit System for Doctoral Students of International Program in Science and Engineering Waseda University" that inserted in your enrollment year's HANDBOOK.

There are coexists that class conducted in Japanese and conducted in English.
Please be careful to do not register class conducted in Japanese when you register course.

*Current students who enrolled in before 2016 are not applicable this credit system and this course registration guide.

a. You can register courses **ONLY DURING** "course registration periods" designated in each semester by the university.

b. The course registration period in a semester is typically composed of **1ˢᵗ, 2ⁿᵈ, and 3ʳᵈ (last) periods**. The latest time schedule of the registration periods is available in the **Registration Schedule Table (Appendix1) website below.**.
http://www.sci.waseda.ac.jp/eng/students/course/

c. Courses are allocated to **fall semester**, **spring semester**.

d. Classes of courses in Spring semester begin on Apr. 7 (Fri.).You are allowed to attend classes of courses which you are yet to register only during course registration periods. If you want to register any courses as a result of attending the 1ˢᵗ classes of them, you have to complete registration procedures in the relevant course registration periods for a semester with reference to **Appendix 1** released on the Website below.
http://www.sci.waseda.ac.jp/eng/students/course/

1.2. Items necessary for registration

a. **Course Registration Guide >>** This Guide booklet (hereinafter the "**Guidebook**")

b. **"Supplementary Handbook about Credit System for Doctoral Students of International Program in Science and Engineering Waseda University" >>** The booklet (hereinafter, the "**Handbook**") is distributed at the time of admission and contains various important information regarding course structure, grade system, school life, and so forth. The information available in the Handbook is applicable to you throughout the entire graduate program.

- *BE CAREFUL: You MUST always refer to relevant pages "Supplementary Handbook about Credit System for Doctoral Students of International Program in Science and Engineering Waseda University" in the Handbook and for the academic year in which you enrolled at the university. Only the conditions shown in your "Supplementary" are applicable to you.*

c. **MyWaseda login ID and Password >>** Your initial MyWaseda login ID and password are given to you at the time of admission. You are requested to obtain your own ID & password according to instructions shown on a "Supplementary Handbook about Credit System for Doctoral Students of International Program in Science and Engineering Waseda University".

d. "Supplementary Handbook about Credit System for Doctoral Students of International Program in Science and Engineering Waseda University" distributed to you at enrollment, on which you also find your initial login ID & password. The MyWaseda ID & password are necessary when logging in to any Waseda University's online system including the said online course registration system on MyWaseda.
- If you have forgotten your MyWaseda login ID and password, go to the administrative office of Information & Multimedia Tech (3rd fl. of No. 63 BLDG. in)Nishi-Waseda Campus (where FSE Graduate Schools of Fundamental, Creative, and Advanced Sci. & Eng. are located. See the **Appendix 2** at the end section hereof for campus maps) and ask for reissuance).

e. **Website** where IPSE students can exclusively get the latest IPSE course registration-related information:

http://www.sci.waseda.ac.jp/eng/students/course/

where please scroll down a bit and see the section for Doctoral Students.

f. **Web Syllabus >>** Please access:
https://www.wsl.waseda.jp/syllabus/JAA101.php?pLng=en (You can also reach this syllabus URL through the aforementioned IPSE website: refer to "Link" section at the bottom on the IPSE website). The Syllabus Search system enables you to access basic information on courses (e.g., semester, day and period to which a course is allocated, instructor(s), classroom, overviews & structures of classes, textbooks & reference books to be used, information about exams, grades, etc.) Depending on courses, the online syllabi may also contain additional important information. You are therefore strongly advised to check the online syllabus before & during registration periods.

1.3. Course registration flow

a. Check the latest registration-related information on the aforementioned IPSE website (mentioned   in Section 1.2.d. herein above):

http://www.sci.waseda.ac.jp/eng/students/course/

b. Check requirements for graduation in **"Supplementary Handbook about Credit System for Doctoral Students of International Program in Science and Engineering Waseda University"**, refer to online syllabi for information of courses you are interested in, and decide which courses you are going to register.

c. You must beforehand obtain **consent of your academic supervisor** about the courses you are going to register for a semester.

d. Proceed to Registration: you can register courses online using the online registration system on MyWaseda.
- *For the latest time schedules of registration periods, please refer to **Appendix 1** Released on the WEB(* also check the aforementioned IPSE course registration Web for any change / update to the original schedules).*

e. Confirm Registration Results:
- After each registration period, there is a specific "Announcement day" of registration results, when you *MUST CHECK BY YOUSESELF the official registration results (i.e., what you do on MyWaseda during course registration periods is a sort of "application" procedures for course registration, which will be further checked and officially confirmed*

__by the university on the Announcement day)__.

- You can verify the registration results on the "Course Registration" screen (to be explained in Section 2.5 herein after) on MyWaseda on the Announcement days, whose schedules are available on **Appendix 1** at the end section hereof.
- *__BE CAREFUL: It is your responsibility to check the registration status (whether the courses are officially confirmed ("Registered") or not) on the Announcement Days. If you attend lectures of courses not officially registered, you will not be given any credit.__*

1.4. Course structures

- *__Refer to relevant pages of your depts. in your enrollment year's Handbook and "Supplementary Handbook about Credit System for Doctoral Students of International Program in Science and Engineering Waseda University" contact your academic (thesis) supervisor for more details.__*

a. As for __Japanese language courses__ for overseas students, the Centre for Japanese Language (CJL), an entity outside of FSE, offers them for all overseas students in Waseda. For more details about them and related information (e.g., how to pay fees, details about placement tests, consultation services for course registration, and so forth), please visit the website of CJL: **http://www.waseda.jp/cjl/en/regist.html**

b. ★Changes since 2016★
From April 2017, students are able to take up to 8 credits of Japanese language courses per semester.

- Registration schedules for CJL Japanese language courses are different from courses offered by Faculty of Sci. & Eng. (FSE). For more details, please refer to the **Appendix 1** released on the WEB.
- Payment of the tuition fees for CJL coursers must be completed at banks with a special transfer form you need to collect at CJL office within a specific time period. For more details, please contact CJL office. If you do not pay them within the period, your course registration will be rejected (but, in this case, your priority at drawing/lottery procedures which can be conducted when applicant numbers exceeding course quotas for given CJL courses will be lowered as a penalty.)
- Each CJL course has its quota, or the maximum number of students to be accepted

to a course, so that if the number of applicants exceeds it, automatic drawings / lotteries will be conducted, and as a consequence your course application may be rejected.

1.5. Campuses where classes are held

a. Classes of courses offered by your depts. are basically held in "Nishi-Waseda" campus (where FSE's Graduate Schools of Fundamental, Creative, and Advanced Sci. & Eng. are located). But some courses, for instance, some Japanese language courses offered by Center for Japanese language (CJL) can be held in "Waseda" campus (where the university headquarters & other bodies are located, and about 20 – 25 minute walk from Nishi-Waseda campus).

- If you are students of Dept. of Life Sci. & Medical Bioscience and Dept. of Integrative Bioscience & Biomedical Eng., your main academic activities can be conducted in Center for Advanced Biomedical Sciences (**TWIns**). Please refer to Section 1.5. g. herein below for a link for maps of it.

b. You can check where classes of courses are held on online syllabi, where please refer to "Campus" in "Course Information" section.

c. Class time periods (slots) at Waseda University are as follows:

Period	1	2	3	4	5	6	7
Time	9:00 – 10:30	10:40 – 12:10	13:00 – 14:30	14:45 – 16:15	16:30 – 18:00	18:15 – 19:45	19:55 – 21:25

d. Following are some indications about how long it takes to move between different campuses (please be careful when you have classes held in different campuses in consecutive time slots because breaks between Periods may not be long enough to travel from one to the other. Some courses may not accept late arrival):

- Between "Nishi-Waseda" and "Waseda": about 20 - 25 minutes on foot

e. For campus maps, please refer to access to the FSE HP (http://www.sci.waseda.ac.jp/english/campusmap/index.html).

f. For maps of **Honjo campus**, please refer to HPs of WEEE (http://www.waseda.jp/weee/english/access/index.html) and GITS (http://www.gits.waseda.ac.jp/visitor/honjyo.html), the two graduate schools located there.

g. For maps of Center for Advanced Biomedical Sciences (**TWIns**), please refer to the following URL: http://www.twins.sci.waseda.ac.jp/english/access/index.html

h. You can also access the following URL for a summary page where you can confirm how to have access to various campuses of Waseda University: http://www.waseda.jp/top/en/access

2. COURSE REGISTRAITON & CANCELLATION THROUGH MyWaseda

2.1. Go to MyWaseda login page

a. First of all, please make sure that you have obtained your own MyWaseda login ID and password, which are necessary for logging in MyWaseda.

b. Please also be careful that you are allowed to register courses **ONLY during course registration periods**, typically divided into **1st, 2nd, and 3rd (last) periods** in a semester. Refer to the **Appendix 1** at the end section hereof for the latest time schedule table, on which you can also check which courses you can register in which course period(s).

c. Please also be reminded that before registration you need to obtain consent from your academic supervisor (in charge of your Research guidance) about what courses you are going to register. The course registration results will be sent to your academic (thesis) supervisor after the last (3rd) Announcement day.

d. To access MyWaseda login page, please access https://www.MyWaseda.waseda.jp and click "**English**" to reach MyWaseda login page in English (Fig.2.1):

Fig.2.1
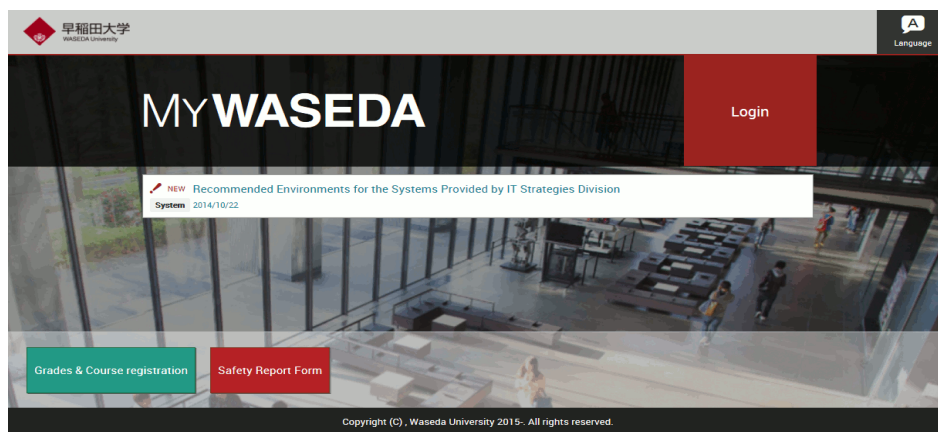
e. If you cannot access the MyWaseda login page by the aforementioned ways, please check your PC browser settings.

f. The recommended browser environments are the latest version of IE or Firefox.

g. Please note that PC which is connected to online course registration display will be automatically disconnected unless any actions on the screen are recognized for 20 minutes or longer, and in this case all the data in "Tentative Selection" status (to be explained later herein) will be nullified and eliminated, so you need to start from the beginning.

h. **BE CAREFUL: The online registration system cannot be used during the maintenance hours from 2:00AM to 8:00AM every day even during registration periods.**

2.2. Entering "Grades & Course registration" screen

a. To enter course registration screens, click "Grades & Course registration-" (encircled in Fig.2.2)

Fig.2.2
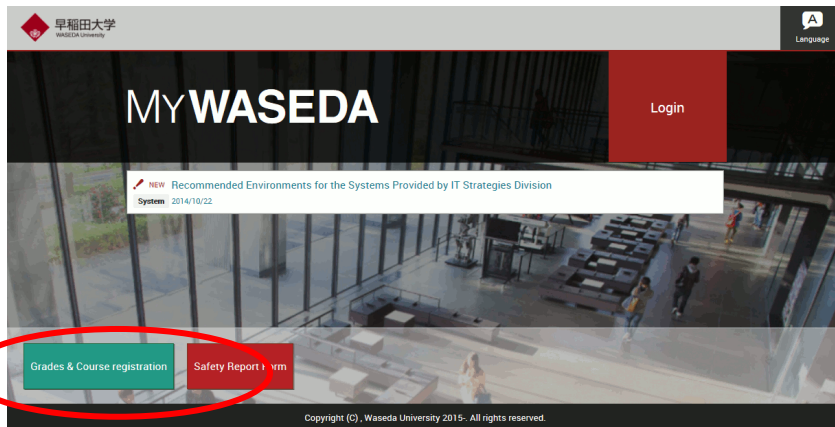
2.3. Login

a. You now see a screen below (Fig.2.3), on which please enter your MyWaseda login ID and password and click the "Login" button:

Fig.2.3

2.4. Entering Course Registration screen

a. If your login is successfully done, you can see a screen below (Fig.2.4). Please click "Course Registration." If you have any inquiry about registration procedures, you can click "Inquiry" and send messages to offices in charge (this is **the QUICKEST way** to get answers from the university on course registration-related queries. No telephone

inquiry can be accepted. There are also consultation rooms available. Please refer to Section 5.4 herein after).

Fig.2.4
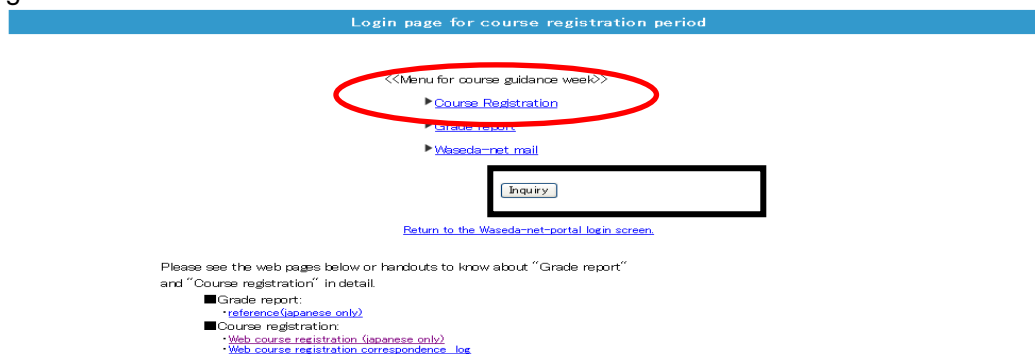
- On the lower part of the screen, you may see some indications about the link for course registration, but this is NOT related to IPSE, so do not use it.

2.5. Registration screen

a. Here is the Registration screen (below, Fig.2.5).

Fig.2.5

b. There are important function buttons on the screen (encircled):

i. "Course Search" button: click the button, and you move to the "course search" screen, in which you can search courses you are interested to register.

ii. "Course Add" button: click this button, and you move to a screen where registration application of tentatively selected courses (courses with "Tentative

Selection" status) will be accepted by the online registration system: when accepted, the status for the course has become "Registration submitted",

iii. "Course Drop" button: click this button, and you move to the confirmation screen for course cancellation

iv. "Course Change" button: this button is <u>NOT</u> related to your registration procedures, so please ignore and <u>DO NOT use it</u>.

c. On the Registration screen, you can see a list of courses for which you and/or the university have done registration procedures, together with details of the courses such as semester & day & period to which courses are allocated, graduate schools offering them, course names, lecturers' names, classroom, credit numbers, and so on. For example, even if you are a complete freshman, you may find some courses already on the screen when you access it for the first time, and they are what the university has automatically registered on behalf of you (e.g., Research guidance shown as "Research on ~").

- In "Classroom" column, you see descriptions like 51-10-04, 54-404, and so on. The first two-digit section of it (i.e., 51, 54) means the building number in the campus, so the first example means "Room 04 on the 10th fl. of No.51 BLDG.", and the 2nd one "Room 404 (on the 4th fl.) of No. 54 BLDG.", both in Nishi-Waseda campus. Building numbers can be checked on **Appendix 2** at the end section hereof. For your reference, Nishi-Waseda campus has buildings whose numbers start from 51 and end at 66.

d. Among the said details on the screen (Fig. 2.5) is "**Status**" (shown in the far right column of the table), which shows you the registration statuses of courses. Status indications you most probably see include:

- "Tentative Selection",
- "Registration submitted",
- "Registered",
- "Not Accepted/(error)",
- "Registration under review",
- "Over Enrolled."

The definitions of these indications will be explained as appropriate in the following

pages herein after; for example, a course with "**Registered**" status means that it has been officially registered by the university. At the end of registration periods in a semester, all courses of which you have done registration procedures need to be with this "Registered" status; otherwise courses are not officially registered (* you must check by yourself whether the courses are with "Registered" status or not on the Announcement days, as mentioned in Section 1.3.f herein above).

e. You may find "!" and / or "URL" in Note column of the Registration screen. Click it for websites or pdf file related to the course. In addition, most course titles are underlined in blue, which are links for online syllabi. Click it and you move to syllabi for the courses.

2.6. Course search

a. When you want to search courses you are interested to register, click "Course Search" button (on Fig.2.5), and move to the following search screen (Fig.2.6):

Fig.2.6

b. In "3.Search Keyword" (on Fig.2.6), input a Course Title (do not input roman numerals included in the course title: e.g., if you search Philosophy IIA, just input Philosophy), Term (or semester in which classes are held), Day, and Period, and then click "Search" button.

- **If you register courses under this circumstance, please check if classes of courses you are going to take are conducted in English by referring to their online syllabi. Not all courses shown on the screen are conducted in English.**

- **CJL Japanese language courses** for overseas students **can be registered via MyWaseda like courses offered by FSE**. For more details on the courses and related registration procedures of them, please refer to the CJL's website: **http://www.waseda.jp/cjl/en/regist.html**

2.7. Select courses

a. After clicking the "Search" button (on Fig. 2.6), you see a list of courses matching the search keywords you have input (Fig.2.7 below) (* if keywords you have input are not clear enough, the system could try to display too many, sometimes more than 100 courses. In this case, you see an error message. Please input more keywords for narrowing down). When you find course(s) you want to register, tick the "Check Box" of them. You can tick two or more at a time, if you like. There are some courses for which you have to pay special fees, and such courses are so indicated on the "Note" column on the list table. For more details on how to pay them, refer to Section 4.1 herein after.

Fig.2.7

b. When you have finished searching courses with relevant "Check Box" ticked, click "Return to the first page" button (upper right, encircled), and move back to the initial Registration screen, in which the list table now includes the courses you have just selected **with registration status of "Tentative selection"** in the Status / Order

column of the table (see Fig.2.8).

2.8. Course Add

a. In order to register the course(s) with "Tentative selection" status, click "Course Add" button on the table.

Fig.2.8

2.9. Confirmation

a. After clicking "Course Add" button, you move to a confirmation screen (Fig.2.9), on which please click the "OK" button. If there are no major violations of registration rules, the status has changed from "Tentative Selection" to "**Registration submitted**."

Fig.2.9

b. If there are violations of registration rules, the status will change from "Tentative

Selection" to error indications. You need to cancel courses with error indications using "Course Drop" button. Typical error indications you see are as follows:

Error indications	definition	solution
Duplication errors in a Day of the Week or Period	Occurs either when simultaneously trying to register 2 or more courses having the same class time (day & period) in the same semester OR when trying to register a course whose class time in the semester overlaps with that of another whose registration has already been "Registered." (e.g. when, at the 2nd registration period in a given semester, trying to register a course whose class time (e.g., Period 2, Tue, a given semester) overlaps with that of another course whose registration status has already been "Registered" on the 1st registration result Announcement day).	Cancel either of them. (* there are some courses which cannot be cancelled once they are confirmed "Registered." Refer to Section 2.10 herein after.)
Error in "already acquired courses"	Occurs when trying to register courses of which you have already earned the credits in the previous semester / academic year.	Registration is rejected.

c. Courses with "**Registration submitted**" status mean your registration applications of the courses are **"preliminary"** accepted by the university, and that the registrations are **NOT officially confirmed and completed yet at this stage**. The registrations you have done will be under further checks, and **the registration results**

- Refer to **Appendix 1** at the end section hereof for the schedule of the Announcement days (see the far right column).

- Refer to Section 3 herein after for how to confirm the registration results.

d. On the **Announcement days**, you are requested to check the registration results by yourself on the registration screen: if the statuses of courses are "**Registered**", it means that the courses have been officially registered. Some courses may be with statuses other than "Registered", and in that case, you may need to make some corrective actions in the subsequent course registration period (s) because they are not officially registered. For more details, please refer to Section 3 herein after.

2.10. Course cancellation

a. If you want to cancel courses, you can do so during **<u>ONLY course registration periods</u>** which are typically composed of 1st, 2nd, and 3rd (last) registration periods for a semester (for more details, see **Appendix 1** at the end section hereof).
You can cancel courses with the following statuses:

Tentative Select
Registration submitted
Registered ● You can cancel **ONLY** the courses offered by FSE's 3 G.S.s (Fundamental, Creative, and Advanced) (but excluding ones registered automatically by the university). ● If courses offered by bodies **OUTSIDE OF FSE** are once confirmed **"Registered**," at a given Announcement Day, you **CANNOT** cancel them in the following registration period(s). ● If you register courses provided by GITS or WEEE through the procedures mentioned in 2.6.h. herein before and they are once confirmed "Registered", you cannot cancel them. ● As an exceptional case, Japanese language courses for overseas students offered by the Centre for Japanese Language (**CJL**), once confirmed

> "Registered", **can be cancelled in subsequent course registration period (s) (with the 3rd period final in any case) in a semester.**

b. In order to prevent troubles, you need to understand which G.S. / body offers courses you are going to register.

c. To cancel courses, click "Course Drop" button (on Fig.2.5 or 2.8), and you move to a list of courses you can cancel (Fig.2.10)

Fig.2.10
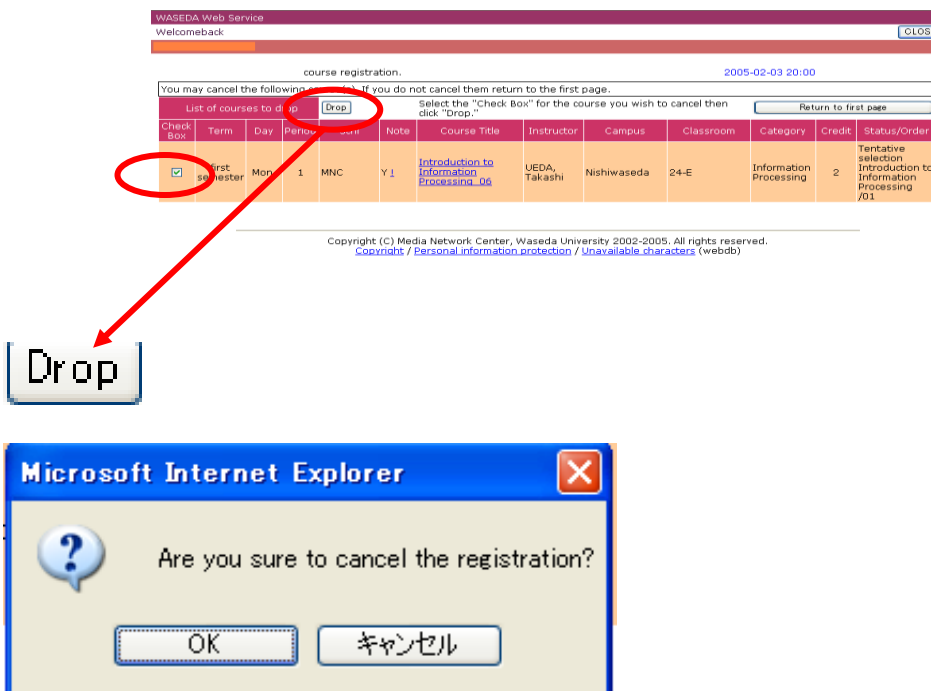
d. Tick the "Check Box" of the courses you want to cancel, and click the "Drop" button. Then you click "OK" in the pop-up window (If you want to abort the procedure, click the other button (meaning "cancellation")).

2.11. Print registration data

a. You are advised to print out the course registration screen for your records after finishing registration procedures. Click "Print Screen" button, and you can print it out.

(Fig.2.11).

Fig.2.11

2.12. Other helpful information about error displays

a. When the total load of the system exceeds its capacity, a "Retry Message" will be displayed (Fig.2.12). By clicking the "Try again" button, you can return back to the regular screen (where you can continue course registration procedures). Please note, however, that in this situation, if you close all browser windows, information on courses in the "Tentative Selection" status will be deleted and you will need to start again from the search process.

Fig.2.12

b. If the message shown in Fig.2.13 below appears on the screen, press the "Question Form" button and enter all the necessary information.

Fig.2.13
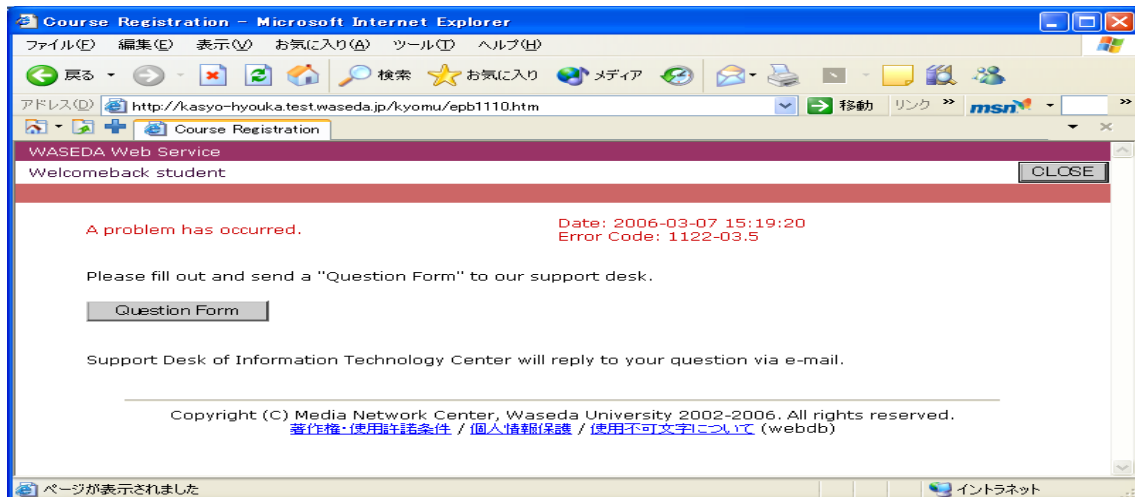
3. CONFIRMATION OF REGISTRATION RESULTS

a. On **Announcement days** of registration results (see **Appendix 1** released on the WEB), please access the Registration Screen (on which you did the registration procedures (Fig.2.5): Go to MyWaseda > "Grades & Course Registration-" > Login > "Course Registration" > Registration Screen).

b. Please check the Status/Order column on the Registration Screen (Fig.2.5): if "**Registered**" is shown for courses, it means that the registration of the courses has been successfully completed and officially confirmed. If error messages or any message other than "Registered" are indicated with any courses, it means that they were not registered. You need to identify meanings of them and take relevant actions in the next registration period(s) of the semester.

c. Typical error messages you see include:

Error messages	Definitions
Over Enrolled	Courses for which the number of applicants exceeded the course quotas, so that random drawings/lotteries were carried out by the university, and as a result, you were not selected (i.e., your registration application was rejected)
Not Accepted / (error)	Courses whose registration applictions were not accpeted due to violations of registration rules.
Error in "already acquired" in the registered courses	Occurs when trying to register courses of which you have already earned the credits in the previous semester / academic year.
Duplication errors in a Day of the Week or Period	Occurs either when simultaneously trying to register 2 or more courses having the same class time (day & period) in the same semester OR when trying to register a course whose class time in the semester overlaps with that of another whose registration status has already been "Registered." (e.g., when, at the 2nd registration period in a given semester, trying to register a course whose class time (e.g., Period 2, Tue, a given semester) overlaps with that of another course whose registration status has already been "Registered" on the 1st registration result Announcement day).

3.1. Payment of fees requested to pay when taking specific courses

a. If you take **Japanese language courses** for overseas students provided by Center for Japanese Language (**CJL**), you basically need to pay separate course fees, but can be exempted from the payment depending on with which overseas student status you are enrolled at FSE. For more details, please check with CJL office (at 4th fl. of No.22 BLDG. of Waseda Campus; cjl@list.waseda.jp ; http://www.waseda.jp/cjl/en/regist.html).

b. If you need to pay fees in relation to the **CJL courses**, you have to pay them **by bank transfer specific period with a specific money transfer/payment form** which you have to collect from CJL office. For more details about how to pay them, please contact CJL office.

> As regards courses provided by other bodies (but not graduate schools) outside of FSE, you may be requested to separately pay fees / tuitions when taking such courses (e.g., courses provided by Global Education Center (GEC). Such courses are so indicated ("Fee") in the Note column on its online course syllabi. You have to pay in convenience store by cash, pay-easy or credit card according to E-mail that will be sent from Academic & Student Affairs Section, Center for Science and Engineering, Waseda University.

> Regarding payment for Japanese Course Tution Fee for Spring semester, please refer to CJL WEB.
> http://www.waseda.jp/cjl/en/index.htmld

4. HOW TO CONTACT ACADEMICS; NOTICE BOARDS; WASEDA WEBSITES; CONSULTING SERVICES FOR COURSE REGISTRATION

4.1. How to contact academics in charge of courses

a. When you want to contact academics, please refer to the following rules:
- Contact them just before / in / after classes
- Check online course syllabus and find contact details such as email address.

b. If you cannot reach them through aforementioned ways, try the followings

● If they are full-time academics, they have their individual laboratory offices (*Kenkyu-shitsu* (研究室) in Japanese) at Nishi-Waseda campus and/or other locations such as TWIns. Details such as office location and phone number are available on the notice board inside the Center for Sci. & Eng. (1st fl. of No.51 BLDG. of Nishi-Waseda Campus). Alternatively, you can find relevant contact details by accessing websites of them. Following is a website to give you a list of academics by depts. of FSE with links to their own websites, if they have any:

http://www.sci.waseda.ac.jp/research/index-e.html

● If they are part-time lecturers (who often are from other universities and / or private sector companies), they do not have their individual labs at Nishi-Waseda campus, so they rarely come to the university unless they have their classes. In this case, since the university cannot provide you with contact details of them from the viewpoint of protection of personal information, you can ask Faculty Room staffs (2nd fl. of No.52 BLDG. of Nishi-Waseda campus) to send your message on your behalf by post. Please prepare an envelope (with postal stamps) including: 1) a letter addressed to the academic, 2) an envelope for return mail from the academic to you (with postal stamps affixed & your name & address clearly written on it).

4.2. Notice boards

a. Important information & notices related to the university & FSE (including but not limited to general events, admission, student support, classes (time tables & their changes, classroom allocation & its change)) are released on notice boards in the area around the Main Gate of Nishi-Waseda campus. There are also notice boards on the external walls of No. 61 BLDG. (facing No. 58 BLDG.) for individual departments. Please check them periodically.

4.3. Waseda Websites

a. Faculty of Science & Engineering (FSE) website: this contains various types of relevant information about FSE. It provides regular updates on important topics such as course syllabi, examinations, scholarships, and so forth. **http://www.sci.waseda.ac.jp/eng/**

b. MyWaseda / Waseda-net email: this is an online system available to Waseda students, academic staffs, and alumni. By logging in it, users can gain access to

information and services tailored to their qualifications and academic affiliation (e.g., class-related topics such as course registration, examinations, and reports as well as announcements regarding events such as forums, seminars, symposia, and public events). MyWaseda email system is a convenient email service that can be accessed through a standard web browser. Waseda-net email address can be retained after graduation.

https://www.MyWaseda.waseda.jp (select "English" on the screen).

● **Important emails from the university are addressed to your Waseda-net email address. You are requested to check it on a daily basis.**

c. Student page for the Science and Engineering Schools: this was created by FSE in an effort to support class activity. To access the site, log in from the Waseda-net portal and select "Student page for the Science and Engineering" from the "System Service" menu. This site provides information on class cancellations and other information relevant to individual students. Students are requested to check the site at least once per week

d. Course registration website for IPSE students (aforementioned):

http://www.sci.waseda.ac.jp/eng/students/course/

4.4. When you cannot solve registration-related problems with information on this Guidebook…………

a. **Send query message by email**: as mentioned in 2.4.a. herein above, you can send query message by email by clicking "Inquiry" button. This is the **FASTEST** way to get answers / advises from the university on your course registration related queries.

● **IMPORTANT**: in order to ensure a fair distribution of information, phone inquiries cannot be accepted.

b. **Consultation service**: FSE provides for a temporary consultation service for course registration at Nishi-Waseda campus on the following schedule:

● Consultation dates: Apr.1 (Sat.), Apr.3 (Mon.), Apr.7 (Fri.), Apr.8(Sat) (* this schedule may be changed without any prior notice)

● Time available: 10:00 through 16:00 (* services may be unavailable even during these hours)

● Consultation room: Temporary booth in the office of Academic & Student Affairs Sec. of Center for Sci. & Eng. (1st. fl. of No.51 BLDG. of Nishi-Waseda Campus)

c. You can always contact us at Academic & Student Affairs Sec. of Center for Sci. & Eng. (1st. fl. of No.51 BLDG. of Nishi-Waseda Campus) for inquiries about course registration.

4.5. Blank Time Tables

Spring Semester	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1st Period 9:00～10:30						
2nd Period 10:40～12:10						
3rd Period 13:00～14:30						
4th Period 14:45～16:15						
5th Period 16:30～18:00						
6th Period 18:15～19:45						

● Information available in this Guidebook is as of Apr., 2017, and the latest updates on registration-related matters will be posted on the IPSE registration-related website (aforementioned): **http://www.sci.waseda.ac.jp/eng/students/course/**